

**PLANNING & INSPECTIONS DEPARTMENT**  
Craig N. Benedict, AICP, Director

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August 12, 2015

**NOTICE OF NEIGHBORHOOD INFORMATION MEETING TO  
REVIEW A CLASS B SPECIAL USE PERMIT APPLICATION  
PROPOSING AN EVENT CENTER CALLED "THE BARN OF CHAPEL HILL"**

To Whom It May Concern:

You are receiving this letter because you are listed as an owner of property within 500 feet of a 21.98 acre parcel of property between Morrow Mill Road (SR1958) and Millikan Road (SR 1959) in the Bingham Township of Orange County proposed to be developed as a event/retreat center. The property, further identified by Orange County Property Identification Number (PIN) 9729-507168, is zoned Agricultural Residential (AR). Please refer to the attached vicinity map for additional detail.

The applicant is requesting a Class B Special Use Permit (SUP) to allow for the development of a barn styled structure and other on-site facilities to support an event center. The applicant envisions that this development would support weddings and other special events on the property.

The Orange County Unified Development Ordinance (UDO) Section 5.2 *Table of Permitted Uses* classifies such activity as a "Camp Retreat Center," which is a permitted use in AR zoning districts subject to the review and approval of the a Class B SUP by the Orange County Board of Adjustment.

UDO Section 2.7 also requires that a Neighborhood Information Meeting (NIM) be held prior to the Board of Adjustment meeting and notices sent to property owners within 500 feet of the subject property be notified. This meeting is to allow for property owners to review and discuss the proposal with the applicant and/or their agents, as well as obtain an understanding of the SUP review and approval process and requirements. The NIM for this case will be held on August 27, 2015. See below for the location and additional details.

The Board of Adjustment Public Hearing to decide the Class B SUP request will be held on October 12, 2015. Additional notices shall be sent informing you of the date/location/time of that Public Hearing.

The review of all SUP applications are carried out in a *quasi-judicial* format meaning that decisions relating to the approval or denial of an application are based solely on the sworn testimony of all parties involved with the case, both those for and against an application, as well as the review of competent material and substantial evidence submitted during the public hearing.

Quasi-judicial hearings, and decisions, require a 'fair trial standard' including accepting only competent, material and substantial evidence. Public comments in the form of sworn

testimony meeting evidentiary standards can be accepted. Personal, anecdotal, or hearsay comments, however, shall not be accepted as they do not represent '*competent, material, and substantial evidence*'.

While County regulations and State law do not require that parties be represented by an attorney, it may be in your best interests to secure legal counsel to represent your interests at the hearing.

Further, the applicant has the burden of establishing, by the submission of competent material and substantial evidence, the existence of facts and conditions that demonstrate the projects compliance with the various requirements and standards detailed within the UDO. Those opposing approval of the application shall have the burden of establishing, also through the submission of competent material and substantial evidence, the specific manner in which the proposal does not satisfy the requirements for approval of the application.

Staff has included a Special Use Permit fact sheet to provide additional understanding of the process.

Planning staff will provide additional information on the review of SUP applications at the NIM meeting.

**The NIM has been scheduled as follows:**

**Date:** August 27, 2015  
**Time:** 6:00-7:00 p.m.  
**Location:** Lower Level – Conference Room Number 4  
West Campus Office Building (W.C.O.B.)  
131 West Margaret Lane  
Hillsborough, North Carolina 27278

A map has been attached denoting the location of the West Campus Office Building.

If you require additional assistance, please contact a Department staff member at (919) 245-25775. Thank you for your attention to this matter.

Sincerely,

Patrick R. Mallett  
Planner II

CC: File; Michael D. Harvey, Current Planning Supervisor

Enclosures: Vicinity Map for NIM Meeting showing building/parking;  
Vicinity Map of the Subject Property  
Overall Site Plan for the Barn of Chapel Hill  
Special Use Permit Fact Sheet